

Washington State Department of Health (DOH)
Vaccine Advisory Committee (VAC)

Meeting Visitor Protocol

Effective the October 14, 2004 VAC meeting, visitors will be welcome to observe. The following procedures must be followed:

- Meeting date, times and locations will be posted on the DOH/Immunization Program website prior to the each meeting.
- Each meeting will include a designated period on the agenda (15 minutes) for visitor "open microphone".
- Visitors are asked to sign in prior to the meeting and indicate whether or not they wish to make a comment during the designated comment period.
- The meeting Chair may exercise the option to limit the length of time a visitor has to speak.
- Visitors may speak only when recognized by the Chair.
- Should visitors wish to distribute materials, they must bring a sufficient number of copies (25). Distribution will occur only when the Chair has indicated it is acceptable to do so.
- Chairs around the edges of the room will be provided for visitor seating. Visitors are asked not to sit at the meeting table.
- Lunch will not be provided for visitors, but they are welcome to bring their lunch to the meeting, *if this is allowed by the hotel. (The SeaTac Marriott does not permit outside food in their meeting rooms.)*